



## APPLICATION FOR APPOINTMENT

**Please read the following instructions carefully:**

1. Before you complete the application form, please satisfy yourself of your eligibility for the appointment that you are applying.
2. The application form must be completed in accordance with the instructions on this form. **FAILURE TO COMPLY WITH THE INSTRUCTIONS MAY SERIOUSLY AFFECT THE CONSIDERATION OF THE APPLICATION.**
3. **ONE TRUE COPY** each of your birth and educational certificates and testimonials (if any) must accompany the application. The originals should **NOT** be forwarded but must be produced in due course upon request. If your originals have been lost or mislaid, please obtain authenticated duplicates or certified true copies from the issuing authorities. All attachments to your application must bear your name.
4. False particulars or wilful suppression of material facts will render you liable for disqualification, or if appointed, for dismissal and/or appropriate legal proceedings.
5. Only shortlisted applicant will be notified.

Please affix you recent passport-sized photograph (non-returnable)

<b>POSITION APPLIED FOR</b>		Date of advertisement or circular
<b>NAME &amp; NRIC NO.</b> In full and in capital letters. Underline Surname.	* MR / MISS / MDM / DR	NRIC No.
	Alias (if any)	Official Ref. (
	Chinese Name: (if applicable)	Colour: * Pink/ Blue
<b>HOME ADDRESS</b> In full and in capital letters.		
<b>CONTACT NO.</b>	(H) (O) (PG) (HP)	
<b>E-MAIL ADDRESS</b> (if applicable)		
<b>AGE, RACE , CITIZENSHIP &amp; RELIGION</b>	Date of Birth :	If registered as Singapore Citizen, state Registration No and Date of Issue
	Age at last birthday:	
	Country of Birth:	
	Citizenship:	For Non-Singapore Citizen, state Passport No. and Country of Issue
	Race:	
	Religion:	
<b>MARITAL STATUS</b>  (If married, give full particulars of spouse)	Marital Status * Single / Married / Divorced / Widowed	No. of Children (if applicable)
	Spouse's Name	
	Occupation	
	Employer	Son (s): _____
	Date and Country of Birth	Daughter(s): _____
	Citizenship	

<b>ACADEMIC QUALIFICATIONS</b>  <u>COPIES OF ALL YOUR RELEVANT CERTIFICATES &amp; DETAILED RESULTS SHOULD ACCOMPANY YOUR APPLICATION</u>	<b>School/ College/ University Attended (&amp; Country, if Overseas)</b>	<b>From (Mth/Yr)</b>	<b>To (Mth/Yr)</b>	<b>Certificate/ Diploma/ Degree Obtained (State Class of Honours, if applicable)</b>	<b>Mth/Year of Final Exams</b>
<b>PROFESSIONAL QUALIFICATIONS</b>	<b>Institution (&amp; Country, if Overseas)</b>	<b>Qualifications</b>			<b>Year Attained</b>
<b>COURSE(S) CURRENTLY PURSUED &amp; EXAM TO BE TAKEN</b>	<b>Institution (&amp; Country, if Overseas)</b>	<b>Course(s) Pursued/ Expected Qualifications</b>	<b>Expected Date of Exams</b>	<b>Expected Date of Results</b>	
<b>BOND(S)</b> Give details of any bond(s) you have served Or are serving	<b>Type of Bond(s)</b>			<b>From (Mth/Yr)</b>	<b>To (Mth/Yr)</b>
<b>EXTRA-CURRICULAR ACTIVITIES (ECA)</b> State your ECA in School/College/ University & indicate level of participation, position held (e.g. as a member, secretary, president).	<b>ECA</b>	<b>School</b>		<b>College / University</b>	
	<b>Sports/ Games</b>				
	<b>Societies/ Clubs/ Committees</b>				
<b>MEMBERSHIP OF ANY SOCIETIES, ASSOCIATIONS, ETC</b>					
<b>KNOWLEDGE OF LANGUAGES &amp; DIALECTS</b>	Mother Tongue				
	Spoken				
	Written				



<b>NATIONAL SERVICE</b> If applicable, a copy of your Certificate of Service must accompany your application.	i) * Full Time / Part Time / Exempted / Yet-to-Complete / Yet-to-Serve / Not Applicable	
	ii) If you have signed on for contract service with the Singapore Armed Forces (SAF), please indicate the period of such service.	
	iii) Rank	iv) Vocation
	v) Enlistment Date	vi) ORD
<b>PHYSICAL DISABILITY OR SERIOUS ILLNESS</b> Give details of any physical disability, mental illness, prolonged ill-health or impediment in speech or hearing, etc		
<b>ANSWER THE FOLLOWING QUESTIONS BY DELETING "YES" OR "NO". IF "YES", PLEASE SPECIFY.</b>		
Have you ever been convicted in a court of law in any country?	* Yes/ No	
Have you ever been dismissed or discharged from any of your previous employment?	* Yes/ No	
Are you presently in debt?	* Yes/ No	
Have you any obligations under promissory notes either as a principal or surety?	* Yes/ No	
Have you previously applied for employment with CDAC? (If "Yes", give date(s) of application & position(s) applied for)	* Yes/ No	
<b>ANY OTHER INFORMATION WHICH IS IMPORTANT TO YOU AND HELPFUL TO US</b> (Please attach a separate sheet if the space is insufficient)		
<b>DECLARATION</b> I declare that the above information and those on the attached sheets are true and correct to the best of my knowledge and belief and that I have not wilfully suppressed any material fact.		
_____ Name and Signature of Applicant		_____ Date

\* Delete where not applicable

Please send your completed application form to:

**CHINESE DEVELOPMENT ASSISTANCE COUNCIL**

CDAC Building

65 Tanjong Katong Road

Singapore 436957

(Please indicate on the envelope the appointment you are applying)